

Digital Initiatives Internship Position

The International Center on Nonviolent Conflict (ICNC) is an independent, non-profit, educational foundation that develops and encourages the study and use of civilian-based, nonmilitary strategies aimed at establishing and defending human rights, democratic self-rule and justice worldwide. For more information, see: www.nonviolent-conflict.org.

Location: International Center on Nonviolent Conflict, Washington, D.C.

Anticipated start date: February 1, 2018.

Duration: Six months; Part time: 20 hours/week (paid).

Application instructions: Visit bit.ly/2018ICNCDigitalIntern and complete the online application form.

Application deadline: January 14, 2018. Early applications are strongly encouraged, as applications will be reviewed on a rolling basis.

Candidates must have permission to work in the U.S. and must be located in the D.C. area.

ABOUT ICNC

The purpose of ICNC is to develop and share knowledge related to nonviolent civil resistance and its practice with interested recipients throughout the world. This includes citizens and activists living under conditions of repression, injustice and corruption, and also educators, nongovernmental organizations, media professionals and members of the policy community.

To carry out our mission, we:

- organize educational events that are attended by diverse audiences, including activists, scholars, members of NGOs, policy professionals, and journalists;
- hold university seminars and practitioner workshops;
- support cutting edge social science research and publishing;
- support the development of educational materials and resources for activists, scholars, members of NGOs and the policy community, and journalists;
- provide small grants for practitioners and scholars; and
- connect people with educational resources and each other to help them in their work.

SCOPE OF WORK

The Digital Initiatives Intern works with the Coordinator for Digital Initiatives to update ICNC's website; provide graphic design and video production support; assist with data streamlining and digital organization of ICNC's translations library; and help clean and normalize data for contact database migration/management.

PRIMARY RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Website support:

- Compile list of English-language and translated resources on civil resistance to be posted on the website, using WordPress.
- Assist with ongoing maintenance of website, using WordPress.
- Assist in compiling website analytics into weekly detailed reports, helping to spot trends, problem areas or opportunities, using Google Analytics.
- Assist the Coordinator, Digital Initiatives with other tasks related to website as needed.

Contact database management support:

- Help clean, maintain, and update ICNC contact database in Salesforce.
- Assist with data entry in Salesforce.
- Update email templates for use in ICNC outreach in SimplyCast.

Administration and other tasks:

- Provide ad hoc assistance to ICNC staff on general administrative tasks as needed and requested.

REQUIRED QUALIFICATIONS

- A minimum of one year of experience with website management, preferably WordPress.
- Recent undergraduate or enrolled graduate student with relevant experience preferred; experience in lieu of education will also be considered.
- Languages: Fluency in English, including strong writing skills; proficiency in a second language a plus.
- Proficiency with HTML editing.
- Proficiency in Microsoft Word, Excel, Outlook.
- Must excel at time management, and be detail oriented and well-organized.

PREFERRED QUALIFICATIONS

- Experience using Google Analytics.
- Experience with email campaigns and online platforms such as Constant Contact or SimplyCast.
- Interest in any of the following subjects: International relations, human rights, conflict resolution, nonviolent action, international media, website development.
- Proficiency with Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro or Adobe Soundbooth/Audition.
- Copy-editing and graphic design skills.

The International Center on Nonviolent Conflict is an Equal Opportunity Employer, committed to diversity in the workplace. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.